

TOPIC SHEET 8

CHIEF PETTY OFFICER'S UNIFORM REQUIREMENTS AND REGULATIONS

A. INTRODUCTION:

Topic 8 covers basic, prescribed, and optional Chief Petty Officer uniforms, including proper occasions for wear.

B. ENABLING OBJECTIVES:

8.1 **EXPLAIN** the uniform policy when traveling or commuting.

8.2 **IDENTIFY** the basic components of the Chief Petty Officer's uniform and their proper wear.

8.3 **LIST** the badges and decorations authorized for wear with the Chief Petty Officer's uniform.

8.4 **DESCRIBE** the correct wearing of the Chief Petty Officer's uniform.

C. TOPIC PREPARATION:

1. Read: There are no materials to be read prior to this lesson.

2. Complete: There are no assignments for completion prior to this lesson.

D. REFERENCES:

1. NAVPERS 15665 (Series), U.S. Navy Uniform Regulations.

2. SECNAVINST 1650.1 (Series), Navy and Marine Corps Awards Manual.

E. SUPPLEMENTAL READINGS:

These readings are suggested as additional sources of information. Although not required, you are encouraged to review these readings to broaden your perspective of the lesson.

1. Regional Coordinators Uniform Instruction.

2. Uniform Board Bulletins on BUPERS Access from the Navy Uniform Matters Office (PERS-333).

F. INSTRUCTION SHEETS:

1. TS 8 Chief Petty Officer's Uniform Requirements and Regulations
2. OS 8-1 Chief Petty Officer's Uniform Requirements and Regulations
3. IS 8-2 Chief Petty Officer's Uniform Requirements and Regulations
4. IS 8-3 Rating Insignia Placement

OUTLINE SHEET 8-1

CHIEF PETTY OFFICER'S UNIFORM REQUIREMENTS AND REGULATIONS

A. OUTLINE OF INSTRUCTION:

1. Introduction

Your new position places you in a highly visible leadership role. You must model the appropriate image by the manner you wear your uniform and by practicing high standard of personal hygiene. You must wear your new uniform with pride and distinction. In your new leadership role, high standards of neatness and cleanliness are expected and must be maintained at all times.

U.S. Navy uniforms are distinctive visual evidence of the authority and responsibility vested in the wearer by the United States.

Navy personnel are expected to present a proud and professional appearance that reflects positively on the individual, the Navy, and the United States. Exemplary military appearance should be the norm for all uniformed personnel.

In this topic, we will discuss the requirements and regulations that are specific for the uniforms of a Chief Petty Officer. Additional information is in the Navy Uniform Regulations.

The prescribing authority determines when and where the uniforms included in the U.S. Navy Uniform Manual are appropriate for wear. Uniforms and their components shall be worn as described in the regulations.

As new Chief Petty Officers, you must take the initiative to familiarize yourself with the policies and regulations governing the correct way of wearing the Chief's uniform.

2. Purpose of the U.S. Navy Uniform Regulations

The U.S. Navy Uniform Regulations is issued by the CNO. It has two primary purposes:

- a. Provide descriptions of all authorized U.S. Navy uniforms and components.
- b. Provide guidance for all Navy activities prescribing uniform wear in order to present a uniform image worldwide.

3. Prescribing authority

The designated area/regional coordinators (Section 4, Standard Navy Distribution List, OPNAV P09B2-105) are the prescribing authorities responsible for issuing and controlling uniform policy within the geographic limits of their assigned region. This authority cannot be delegated. Afloat, the Senior Officer Present (SOPA) is responsible for the uniform policy.

Prescribing authorities select uniforms, the individual does not. It is essential that suitable uniforms for ship and shore, dress and work be prescribed. Each designated region should consider its unique work environments, tenant commands and missions, climatic conditions, geographic location, and public exposure.

Generally, there will be only one uniform of the day authorized for wear at a given time and location. All military personnel, on naval shore activities must wear either the uniform of the day or appropriate civilian attire prescribed by the activity's prescribing authority.

Military and civilian attire must present a neatly groomed and socially acceptable appearance. When warranted by local circumstances, the prescribing authority may prescribe an alternate uniform. In that case, only the minimum number of uniforms required to meet local conditions will be prescribed. A specific uniform will be prescribed for functions involving the civilian community. Local commands may address special uniform requirements to the prescribing authority if a waiver is necessary.

4. Travel Uniform

When traveling on leave, TAD, or transfer, Service Dress Blue may be worn during any season.

For travel within a region, wear either the uniform of the day prescribed for the destination or Service Dress Blue for the entire trip. For travel between regions, wear either the uniform of the day for destination or point of departure for actual travel. A change to the uniform of the day at destination is required to conduct business, or Service Dress Blue may be worn for the entire trip. Working uniforms are not normally authorized for travel unless allowed by proper authorities in specific geographic regions or situations when warranted by local conditions.

Navy personnel traveling aboard any military or commercial contracted (chartered) aircraft may wear civilian clothing when traveling on regular/emergency leave or Space A. Personnel on PCS or TAD orders may travel in civilian clothing unless otherwise directed by cognizant authority. Those who wear a uniform must observe regional travel requirements. Personnel traveling overseas should consult the DoD Foreign Clearance Guide for any particular uniform or civilian clothing requirements for their destination.

When traveling on commercial international flights, Navy personnel on duty, leave, or liberty status will wear an appropriate uniform or civilian clothing as required by the USAF Foreign Clearance Guide. For travel within the U.S., Navy personnel using commercial transportation may wear an appropriate uniform or civilian clothing.

Civilian clothing may be worn when traveling aboard military or commercial chartered aircraft, unless otherwise directed by cognizant authority. Personnel traveling overseas should consult the DoD Foreign Clearance Guide for any particular uniform or civilian clothing requirements for their destination.

5. Commuting

The prescribing authority may authorize working uniforms (except coveralls) for commuting to and from work. Commuting is defined as a direct route from place of residence to place of work by means of a private vehicle, to include all travel aboard DoD-owned/controlled aircraft.

Working khakis, utilities (excluding coveralls), and camouflaged utility uniform may be worn for brief stops off-base during duty hours or while commuting to and from place of duty, such as:

- Dropping off/Picking up children from daycare centers or school.
- Obtaining gasoline or other essential driving aids (wiper blades, snow chains, etc.).
- Dropping off/Picking up laundry or dry-cleaning.
- Using automatic teller machines (ATM).
- Picking up vehicles at repair shops or service stations.
- Driving thru windows where exiting the vehicle is not required.
- Purchasing emergency childcare or health products (milk, diapers, medicine, etc.) at a convenience store or drug store.
- Conducting business in banks or credit unions.

Working uniforms are not authorized to be worn during the following circumstances:

- Dining in or picking up food at restaurants, pizza parlor, bars, lounges, etc. off-base.
- Dealing with public officials (police, courthouse, attorneys).
- Attending classes or activities, or conducting business at education facilities.
- Dropping off/Picking up passengers at commercial airports or bus stations.
- Conducting business (shopping, paying bills) at retail/rental stores, pawn shops, or shopping malls.
- Shopping at grocery stores or supermarkets.
- Going to movie houses, theaters, or other similar entertainment/ recreational events.

6. Standard Terminology

One of your important responsibilities, as Chief Petty Officers, is to know, use, and teach the standard terminology relating to the correct wearing of uniforms. (See IS 8-2.)

This will help you and your fellow Chiefs enforce uniform standards and aid your subordinates in understanding what is required of them.

7. Headgear

The cover is an integral part of the uniform. However, there are situations when a cover is not required to be worn, such as:

- When on ships at sea outside harbor limits (except on specific watches or on ceremonial occasions).
- When safety considerations prohibit its wear (e.g., during flight operations).
- When attending religious services not associated with military ceremony.
- When indoors, unless otherwise directed by higher authority for special situation or event.
- When riding a bicycle on or off base (safety helmet is strongly recommended).
- When traveling inside a private automobile off-base. However, cover is mandatory when entering or driving within a military installation.

8. Shipboard Restrictions

Due to the critical nature of our job onboard ships, it is important to know the uniform restrictions associated with working on ships and in industrial areas. (See IS 8-2.)

9. Non-availability of Women's Uniforms

It is important to know that if women's uniform items are not available, they are authorized to wear some male uniform items. Consult your Uniform Regulation Manual.

10. Clothing Replacement Allowance

As new Chiefs, you will receive an initial clothing allowance for your new sets of uniform. You should be advised of the NEXCOM Deferred Payment Program which allows you to make monthly installments of at least 1/12th of the total purchase commencing 30 days from the date of the purchase with full payment due 15 days after receipt of your allowance payment.

The uniform shops have also made provisions for you to purchase books from the Naval Heritage Reading List on the deferred plan for your convenience.

11. Uniform Items and Their Proper Wear

As new Chief Petty Officers, you will make a transition not only in duties and responsibilities, but in uniforms too. It is very important that you become familiar with our uniforms and their proper wear.

You will be looked upon as examples and models of what a Chief looks like in and out of uniforms. Wear your uniforms with class and sophistication, but more important - - wear them correctly.

a. Rating Badges/Awards and Devices

As important as the uniform itself are the rating badges, awards, and devices worn on the uniform. As a Chief you are a role model, the example to live up to, and so you must ensure that your uniform speaks for you and the CPO community.

- 1) CPO rating badges
- 2) Special rating badges
- 3) Headgear insignia
- 4) Breast insignia
- 5) Name tags
- 6) Identification badges
- 7) Medals and Ribbons
- 8) Miscellaneous devices

b. Collar Insignia

Metal collar devices (approximately 1") are worn on the collar points of khaki and blue shirts. (Note: embroidered grade insignia, approximately 1-1/4", are worn on Navy coveralls.)

Collar grade insignia are worn on both collar points of uniforms

- 1) Long Sleeve Khaki Shirt and Blue Shirt. Center the insignia 1 inch from the front and upper edges of the collar. This applies whether the collar is worn open or close.
- 2) Open Collar Short Sleeve Shirt and Navy Coveralls. Center the insignia at a point 1 inch from the front and lower edges of the collar and position the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.
- 3) Service Dress White.

Men wear collar insignia on the standing collar of the coat with the anchor shank parallel

to the vertical edge of the collar. The center of the insignia is on the midline of the standing collar, 1 inch from the vertical edge of the collar.

Women wear collar insignia on the ends of the collar with the anchor shank in the upright position. The center of the insignia is approximately 1 inch from the bottom edge of the collar and midway between the edges (seam and outer edge) of the collar.

c. Metal Rank Insignia on Outergarments

Metal devices are worn on blue/khaki windbreakers, black jackets, and all-weather coats. (Note: no insignia is worn on reefers and overcoats.) Same device are worn on garrison cap.

Wear metal rank insignia on each epaulet centered from side to side with the bottom edge of the device approximately $\frac{3}{4}$ inch from the squared end of the epaulet.

d. Soft Shoulder Boards.

Soft shoulder boards are worn on the Service Dress Blue white shirt and black V-neck sweater. The soft shoulder board is black cloth with anchor (and stars as appropriate). The bottom of the anchor is approximately $\frac{3}{4}$ inch from the end of the board. Men and women wear same size soft shoulder boards.

Soft shoulder boards are placed on each epaulet with insignia resting on the squared end of the epaulet.

12. Changes in the Uniform Regulations

Current information are available from the Navy web site (<http://www.bupers.navy.mil>). Get into the habit of consulting your Navy Uniform Manual for more detailed information or clarification concerning uniform policies, regulations, and restrictions.

13. Summary

INFORMATION SHEET 8-2
CHIEF PETTY OFFICER'S UNIFORM REQUIREMENTS AND REGULATIONS

A. INTRODUCTION:

Your new position places you in a highly visible leadership role and you must set the uniform image, ensuring high standards of personal hygiene and appearance. In your new leadership role high standards of neatness, cleanliness are expected and must be maintained of all times.

B. REFERENCES:

1. NAVPERS 15665 (Series), U.S. Navy Uniform Regulations.

C. INFORMATION:

1. **Standard terminology.** When making official references to the uniforms, insignia, and grooming standards in any official publication, the following terms set forth shall be used:
 - a. **Basic uniform components.** Uniform items required as part of the basic uniform. These are the minimum items which must be worn unless the prescribing authority directs otherwise.
 - b. **Prescribable items.** Uniform items which may be directed or authorized for wear with the basic uniform. Prescribable items may be worn with the basic uniform at the individual's discretion unless otherwise directed.
 - c. **Optional items.** Uniform items purchased at the wearer's expense, which may be worn with the basic uniform, but which are not prescribable. Optional items may be worn with the basic uniform at the individual's discretion unless otherwise directed.
 - d. **Conspicuous.** Obvious to the eye, attracting attention, striking, bright in color. Should blend with (not stand out from) a professional appearance in uniform. What is conspicuous on one person may not be noticeable on another. If attention is naturally drawn to or distracted from the professional appearance, it is conspicuous.
 - e. **Conservative.** Not conspicuous or detracting from the professional appearance while in uniform.

- f. **Faddish**. A style followed for a short period of time with exaggerated zeal. Styles are enduring, fads are generally short in duration and frequently started by an individual or event in the civilian community. Fads are generally conspicuous and detract from a professional appearance.
- g. **Compliment skin tone**. A conservative color which contributes to the wearer's natural skin tone. Conservative colors are generally inconspicuous and do not detract from a professional appearance in uniform.

2. Headgear

- a. **General**. The cover is an integral part of the uniform. Uniform headgear is not required to be worn when ships are at sea outside harbor limits, except on specific watches specified by the Commanding Officer or higher authority. Uniform headgear is required in port, unless safety prohibits wear, i.e., foreign object damage (FOD).
 - (1) **Outdoor wear**. Outdoors, personnel remain covered at all times unless ordered to uncover, or during religious services not associated with a military ceremony. Personnel remain covered during invocations or other religious military ceremonies such as changes of command, ships= commissioning and launchings, and military burials, etc. The chaplain conducting the religious ceremony will guide participants following the customs of his church.
 - (2) **Indoor wear**. The cap or hat is normally removed indoors. An officer or enlisted person in a duty status and wearing side arms or a pistol belt may only remove headgear indoors when entering dining areas or where religious services are being conducted. Tiaras may be left on indoors.
 - (3) **Special circumstances**. A military cover may be removed when riding a bicycle on or off base. A safety helmet is required on base and recommended for off base. Personnel may remove their cap or hat when traveling inside private automobiles. A cover is mandatory when entering or within a military reservation, unless wearing the cap is impractical or hazardous.

3. Shipboard restrictions on uniforms

- a. There are several safety **restrictions** that should be taken into account when wearing uniforms on board a ship.
 - (1) **Polyester uniforms**. Do not wear 100% polyester uniforms (Certified Navy Twill) in any operating fire room. Wear only flame retardant clothing when engaged in hot work such as welding or brazing, and when exposed to open flame, such as during boiler light-off operations, or spark producing work such as grinding.

- (2) **Skirts/dress shoes.** Do not wear skirts or dress shoes (pump/heels) aboard ship for normal daily operations. These items may be worn when immediately departing or returning to the ship, or when specifically authorized by the Commanding Officer for ceremonial or other special occasions.
- (3) **Poromeric shoes.** Do not wear poromeric (e.g. corfam) shoes aboard ship for normal daily operations. Poromeric shoes may be worn when immediately departing or returning to the ship, or when specifically authorized by the Commanding Officer for ceremonial or other special occasions.
- (4) **V-neck/sleeveless undershirts.** Do not wear V-neck/sleeveless undershirts aboard ship for normal daily operations. V-neck/sleeveless undershirts may be worn when immediately departing or returning to the ship, or when specifically authorized by the Commanding Officer for ceremonial or other special occasions.
- (5) **Acrylic cardigan and V-neck sweater.** Do not wear acrylic cardigan or acrylic V-neck sweater aboard ship as an outer garment for normal daily operations. Acrylic cardigan may be worn under the chambray shirt in the same manner as the blue pullover jersey. Acrylic V-neck sweater may be worn when immediately departing or returning to the ship, or when specifically authorized by the Commanding Officer.

4. **Non-availability of women's uniform items**

Navy Uniform Shops and Ships= stores are available to order Aspecial fit≡ uniforms for women. In the event that special ordering uniform items is not practical, Navy women are authorized to wear the following male uniform items:

- Outer garments, including overcoat, all-weather coat, peacoat/reefer, jackets and sweaters
- Shoes (service and safety)
- Rating badges
- Belt and buckles
- Utility shirts and trousers
- Khaki shirts and trousers

The wear of these items is optional, and they may continue to be worn as long as serviceable. Wear of khaki and utility uniforms requires the shirt/trousers combinations to match in order to maintain proper gig line, i.e. men's shirt with men's trousers and women's shirts with women's trousers.

5. Clothing replacement allowances

- a. **General.** In Executive Order 10113 of 24 February 1950, the President has delegated to the Secretary of Defense the authority to prescribe the quantity and kind of clothing or cash allowances in lieu of clothing, for enlisted personnel.
- b. **Amount.** Allowances are based on the useful wear life of the various uniforms. DOD Directive 1338.5 out-lines the policies and regulations pertaining to allowances. DOD Instruction 1338.18, reissued annually, sets the amount of clothing replacement allowances. The Department of Defense Military Pay and Allowances Entitlement Manual is the authority for paying of clothing allowances.
- c. **Annual clothing replacement allowance (CRA).**
 - (1) A cash allowance provided for replacing a minimum quantity of each required uniform and paid over the estimated useful life of the articles.
 - (2) For replacing uniforms only. Washing, dry cleaning, alterations, and repairs are the member's responsibility. Any unusual wear and tear, damage, or loss of various articles may result in out-of-pocket costs.
- d. **Command replacement of destroyed uniform items.** Personnel assigned to duties which prematurely destroy uniform items should be issued coveralls or protective outer garments. Uniform items which are destroyed due to lack of adequate protective garments should be replaced by the command. For additional information refer to NAVSUP Manual P485.

INFORMATION SHEET 8-3 RATING INSIGNIA PLACEMENT

A. INTRODUCTION:

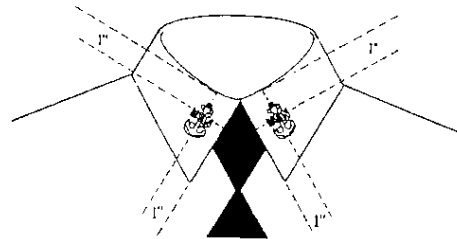
Proper wearing of the rating insignia accentuates a neat and proper appearance. This information sheet is a supplemental reference only for the placement of the rating insignias. Be sure to check the updated regulations regularly. The current U.S. Navy Uniform Regulations Manual is your most reliable source of information concerning all matters pertaining to uniforms.

B. REFERENCES:

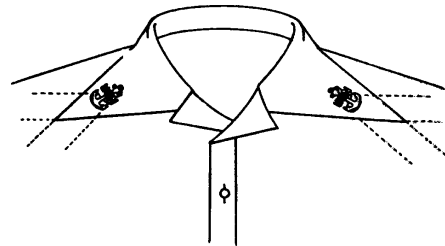
1. NAVPERS 15665 (Series), U.S. Navy Uniform Regulations.

C. INFORMATION:

1. Long sleeve khaki and blue shirt. Center the insignia 1 inch from the front and upper edges of the collar. This procedure applies whether the collar is worn open or closed.

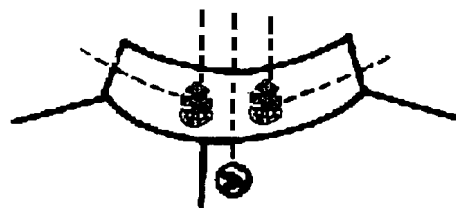


2. Open Collar Short Sleeve Shirt and Navy Coveralls. Center the insignia at a point 1 inch from the front and lower edges of the collar and position the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.

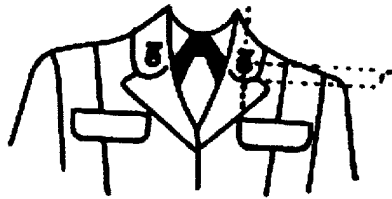


3. Service Dress White.

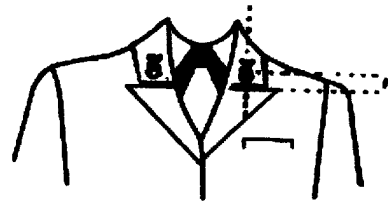
- a. Men wear collar insignia on the standing collar of the coat with the anchor shank parallel to the vertical edge of the collar. The center of the insignia is on the midline of the standing collar, 1 inch from the vertical edge of the collar.



- b. Women wear collar insignia on the ends of the collar with the anchor shank in the upright position. The center of the insignia is approximately 1 inch from the bottom edge of the collar and midway between the edges (seam and outer edge) of the collar.

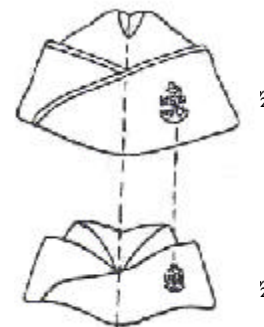


OLD STYLE



NEW STYLE

4. Garrison Cap. Center a miniature CPO cap device on the left side of the garrison cap in the manner shown.



5. Beret (Female CPO). Wear the miniature CPO cap device on the beret as pictured below and aligned above the left eye.



6. Metal Insignia on Outer Garments. Wear metal rank insignia on each epaulet centered from side to side with the bottom edge of the device approximately $\frac{3}{4}$ inch from the squared end of the epaulet.

